

**UNITED STATES COURT OF APPEALS
ELEVENTH JUDICIAL CIRCUIT
ATLANTA, GEORGIA**

Vacancy Announcement

The Kinnard Mediation Center of the United States Court of Appeals for the Eleventh Judicial Circuit has an opening for the position of **Chief Circuit Mediator**. This is an executive position consisting of legal and administrative responsibilities. The Chief Circuit Mediator, who serves under the direction of the Chief Judge and the Circuit Executive of the Eleventh Circuit, presides at mediations in civil appeals and oversees the work of professional staff in three offices within the Eleventh Circuit. The primary purpose of circuit mediation is to settle appeals and any related cases. Duties of circuit mediators include leading discussions of procedural and substantive legal issues, conducting analyses of an appeal's settlement value, and probing each party's interest in an effort to help the parties create and explore options to continued litigation.

The selected candidate will be subject to a background check as a condition of employment.

Job requirements include:

- Graduation from an accredited law school, practice before the highest court of a state or territory of the United States, and at least ten years of post-graduate experience, *a substantial portion of which involved trial and appellate work in federal courts.*
- Significant training and experience in mediation.
- Knowledge of and experience working with the Federal Rules of Civil Procedure and the Federal Rules of Appellate Procedure.
- Thorough knowledge of all aspects of civil law and legal procedures.
- A comprehensive understanding of the dynamics, costs, impacts, and strategies of the litigation process.
- The ability to analyze complex legal and practical aspects of an appeal.
- An aptitude for collaborative problem-solving and consensus building processes.
- The ability to deal persuasively and tactfully with strong-willed and sophisticated counsel and parties and to develop creative and practical solutions in appeals involving a wide range of disputes and personalities.
- The ability to work independently without supervision, exercising judgment and discretion to maintain party confidences, control direction of negotiations, and modify the subsequent course of proceedings.
- At least three years of extensive supervisory experience in court or executive management that demonstrates thorough knowledge of the basic concepts, principles, and theories of management; the ability to understand the managerial policies applicable to the court; and the ability to exert strong leadership in the mediation program, which is a vital component of the appeal process.

You may apply by sending (1) your résumé and (2) a letter outlining your qualifications and relating your achievements, skills, and experience in mediation to Human Resources Manager, United States Court of Appeals for the Eleventh Judicial Circuit, 56 Forsyth Street, NW, Atlanta, Georgia 30303. The annual salary range is \$126,487 to \$154,600 (JSP 16), depending upon experience. **Applications should be submitted by February 22, 2007, but will be accepted until the position is filled.**

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year
SICK LEAVE	13 days per year
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

(revised 12/2006)